

**CA-PMM**Project Name: HIPAA-1OCIO Project #: 4260-179Department: Health Care ServicesReporting Period: From: To:**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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## CA-PMM

Project Name: HIPAA-1

OCIO Project #: 4260-179

Department: Health Care Services

Reporting Period: From: To:

## Team Member to Project Manager


**CA-PMM****Project Name:** HIPAA-1**OCIO Project #:** 4260-179**Department:** Health Care Services**Reporting Period:** From: 7/1/09 To: 7/31/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	One sub-project implementation delayed one month to resolve a requirements issue.	Minimal schedule impact; minimal cost impact	Schedule updated; cost addressable within budget and contract constraints
2. Were any key milestones or deliverables rescheduled?	Yes	One sub-project implementation delayed one month to resolve a requirements issue.	Minimal schedule impact; minimal cost impact	Schedule updated; cost addressable within budget and contract constraints
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	Yes	New State IT contracting policy	Ability to purchase IT goods and services in a timely manner will not occur	Submit IT Acquisition Plan and monitor for adverse decisions and/or delays

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## Project Manager to Sponsor

9. Are there any staffing problems?	Yes	HIPAA Subject Matter Expert and new staff for Security and HIPAA-2 are not in place.	Critical staff for HIPAA-2 projects not in place; unable to effectively collaborate with ISO on HIPAA Security issues.	Submitted requested for exemption under 09-10 contract plan for HIPAA SME; awaiting approvals to advertise for a redirected position.
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**CA-PMM****Project Name:** HIPAA-1**OCIO Project #:** 4260-179**Department:** Health Care Services**Reporting Period:** From: 7/1/09 To: 7/31/09**Project Manager to Sponsor****Look Ahead View**

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Delayed completion, adequate resources will not be in place	Obtain SPR 8 and BCP approvals
3. Is there any unplanned work that needs to be done?	Yes	New sub-projects required for new federal transactions and code sets standards (HIPAA-2), extension of staffing, additional costs	Obtain SPR 8 and BCP approvals
4. Are there any expected or recommended changes to scope?	Yes	New HIPAA-2 sub-projects required, extension of staffing, additional costs	Obtain SPR 8 and BCP approvals
5. Are there any tasks not originally estimated that will need to be added?	Yes	New HIPAA-2 sub-projects required, extension of staffing, additional costs	Obtain SPR 8 and BCP approvals
6. Are there any tasks or milestones that should be removed from the plan?	Yes	None; the VRDL project is not needed	Updated in SPR 8
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	Yes	Short-Doyle Medi-Cal Phase II End-to-end testing is being impacted by the furloughs, previous unavailability of resources, and finalizing external interface configuration issues	End-to-end testing is being compressed to avoid delays; technical assistance is being provided to assist business partner on interface issues.

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9. Are any staffing problems anticipated?	Yes	Limited-term positions expire June 2010; will not be able to maintain project solutions and HIPAA compliance, or address HIPAA-2 requirements	Prepare SPR 8 and BCP
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## Project Manager to Sponsor

### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
SD/MC Phase 2 Remediation and Implementation	12/31/08	2/28/10	Delayed	Additional tasks required, external dependencies; implementation date delayed	
Medical Supplies Downstream Impacts Remediation and Implementation	2/28/09	9/30/09	Delayed	External communication to trading partners through program are delayed, preventing final implementation	
820 (Capitation and Premium Payment) Phase 2 Design	3/31/08	8/31/09	Delayed	Contracting delays; implementation date delayed	
834 (Enrollment/Disenrollment) Phase 2 Project Planning	9/30/08	8/31/09	Delayed	Delayed trigger to start work, resource limitations; implementation date delayed	

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

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## Project Manager to Sponsor

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Milestones			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Deliverables			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Resources			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
OneTime Cost			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Continuing Cost			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8



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## CA-PMM

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## Sponsor to Executive Committee

### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>If Delayed, Impact to Implementation Date</b>	<b>Date Completed</b>
SD/MC Phase 2 Remediation and Implementation	12/31/08	2/28/10	Delayed	Additional tasks required, external	
Medical Supplies Downstream Impacts Remediation and Implementation	2/28/09	7/30/09	Delayed	External dependencies, staffing delays;	
820 (Capitation and Premium Payment) Phase 2 Design	3/31/08	8/31/09	Delayed	Contracting delays; implementation date	
834 (Enrollment/Disenrollment) Phase 2 Project Planning	9/30/08	8/31/09	Delayed	Delayed trigger to start work, resource	

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	<b>On Plan &lt;5%</b>	<b>Caution 5-10%</b>	<b>Significant Variance &gt;10%</b>	<b>Action Required</b>
Schedule			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Milestones			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Deliverables			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Resources			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
One Time Cost			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Continuing Cost			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8

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Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	Customer is fully engaged and showing support
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	Technical approach is sound
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	2 Red	Based on new HIPAA-2 Requirements
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	HIPAA is within budget on a year-to-year comparison
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	Project reports directly to sponsor
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	
	Medium	1		

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## Sponsor to Executive Committee

	Weak	2	5
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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	Green	
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2 Red	Procurement delays, external dependencies and altered implementation strategies have delayed projects
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2 Red	Procurement delays, external dependencies and altered implementation strategies have delayed projects
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0	0 Green	
	80-90% assigned and available	1		
	<80% assigned and available	2		
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0 Green	
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0	1 Yellow	
	Moderately Effective	1		
	Ineffective	2		
<b>Total</b>			<b>7 G</b>	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

### Vendor Viability Rating Rationale